

JOB OPPORTUNITY

NOW HIRING



California State Auditor

Bureau of State Audits

AUDITOR SPECIALIST I, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

(JC90/4112)

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: \$5,079.00 - \$6,483

DUTIES: Under the general direction of the Audit Specialist III, BSA, (IS) the Auditor Specialist I, BSA, (IS) performs duties that enhance the quality of the Bureau's audit activities. The Information Technology Audit Support Unit provides analytical and technical audit assistance. Specifically, the duties for this position include but are not limited to the follow:

- Working with audit teams to gain understanding of data available.
- Working with auditee to obtain data.
- Performing any necessary data conversions or data merges.
- Conducting data analysis addressing audit questions.
- Documenting methodologies and findings.
- Devising data reliability assessment strategies.
- Providing information to audit teams to aid in decision-making with regard to the sufficiency of data reliability for the engagement.
- Assisting audit teams by documenting the assessment of data reliability.
- Drafting audit report language regarding methodologies used and results of data analysis and data reliability assessments.
- Performing reviews of other staff's IT-related audit work.
- Preparing and clearing review notes.
- Performing general control reviews in accordance with generally accepted governmental auditing standards (GAAS) and performing application control reviews in accordance with GAAS.
- Acting as a liaison between audit teams and auditee's technical staff
- Developing and conducts training classes for bureau staff on IT-related topics, such as Introduction to IT Auditing, and Beginning and Intermediate ACL.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- General accounting and auditing principles and procedures.
- Principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods.
- Research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics.
- Operations, procedures, functions, and work standards of the bureau.
- Programming using audit software products such as ACL or IDEA or mainframe programming using such as applications as Job Control Language (JCL) mainframe utilities, COBOL, or DYL280.

Ability to:

- Work effectively independently or as a team member.
- Learn and apply specialized information systems auditing methods and procedures.
- Clearly understand audit objectives.
- Develop approaches and methodologies to meet audit objectives.
- Identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with audit teams.
- Provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques.
- Reason logically and creatively and use a variety of analytical techniques to resolve problems.
- Develop and evaluate alternatives to resolve problems identified.
- Travel and work overtime.

Possession of or interest in pursuing a professional designation as a Certified Information Systems Analyst (CISA.)

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

FINAL FILING DATE: MARCH 05, 2010 OR UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*